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Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 17 September 1951

FROM :

25X1A9a

SUBJECT: Machine Method of Case Accounting

1. Examination of the attached management analysis indicates a thorough analysis of the procedures involved has been made.
2. For adequate management purposes it is felt that various progress and production reports will be required at unspecified intervals throughout the month, hence, it is believed that a sorter which rents for \$40 or \$45 per month should be provided for. This machine will permit periodic limited reports and if located in I&SO will obviate the necessity for trips to the Machine Records Branch with our cards except at the end of each month.
3. In view of the peak work load expected to be progressively reached by the spring of 1952, it is felt that the Chainindex "changeover" which will require an estimated 20-25 man days should be delayed until the peak has been passed, unless Machine Records can furnish the man power during "off-duty" hours.
4. It is noted that the necessity for the production of two cards (3 X 5) has not been provided for in this study, namely:
 - a. Card for numerical-name cross reference.
 - b. Card forwarded to SSD as notice of each case opened.
5. I do not consider the change from a manual to a machine system of case accounting extremely necessary or urgent. However, it is felt that after the above points have received thought, favorable consideration should be given to the proposed conversion.

Document No.

NO CONTROL IN CHARGE.

Condition	Control (%)	MCI (%)	AD (%)
A	~95	~85	~75
B	~90	~80	~70
C	~85	~75	~65
D	~80	~70	~60

Class: Section: ID: TS S C

1902, 1903, 1904 77.

Auth: [redacted] 9/1/07

Date: 23/3/78 By: SL